

**CA Department of Fish and Game
OFFICE OF TRAINING AND DEVELOPMENT
3201 "S" Street
Sacramento CA 95816**



Room Reservation Request form:

OTD Computer Classroom

The date you would like the Office of Training and Development to request your room reservation for

Date	Start Time	End Time
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We are happy to have you as our guests. Although there is no charge to you for the use of our room, we ask that you read this confirmation form which outlines our requirements for use.

ABOUT THE ROOM

The Computer Classroom holds up to 15 guests plus an instructor. The room is available for reservation between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

ROOM USAGE GUIDELINES

1. **Only covered drinks are allowed in the computer classroom. Please honor this request to protect our computer equipment. Please no food or open drinks.**
2. You are welcome to access your e-mail; however, use web access only. Directions are available at the reception desk.
3. Tacks, tape or any other adhesives are **not** to be used on the walls.
4. Art work must remain on the walls.
5. Papers, trash, etc. must be picked up and discarded properly.
6. The following equipment is available for use:
 - 15 computers plus the instructor's computer
 - Overhead projector
 - Drop down screen
 - Easel
 - White board
 - Printer
 - LCD Projector

The electronic equipment is used for a variety of training functions. To ensure that the equipment is available for you, please **circle** the electronic equipment you will need from the items listed above.

7. We no longer provide coffee, tea, other hot/cold beverages, cups, or paper goods. There is a break room equipped with a refrigerator, sink, and microwave. For your convenience a mobile lunch wagon provides service twice daily, and the Food Co-op is within walking distance.
8. If you decide you do not need to use our facility on the date and time reserved for you, please call or e-mail us as soon as possible so the room can be made available for someone else to use.
9. If the room is locked upon arrival, please come to our reception area to obtain a key.

10. Parking availability at our facility has become **extremely limited**. We highly advise you to:

- a) Use public transportation (the 29th Street light rail station is just two blocks west of the Training Center).
- b) Park in the public parking garage located at 2910 "S" Street. (The cost is \$1.00 per hour.)
- c) Carpool.

A parking permit will be provided by our office if you park at the Training Center. Please do **not** park in Dept. of Water Resources, License and Revenue Branch, Fish and Game "Visitor" spaces, or fire lanes. If you do not obtain a permit or you park in restricted areas, your vehicle will be cited or towed! Street parking is available in one-hour increments.

The OTD Computer Classroom has been reserved for (please print):

Name	Division/Region	Date
Mailing address		Phone Number

For any scheduling questions, please call Jennifer Val @916-227-5156. Your reservation will be confirmed when this form is returned to:

CA Department of Fish and Game
Office of Training and Development
3201 "S" Street
Sacramento, CA 95816
Attn: Jennifer Val
FAX: (916) 227-5169